

# *Purchasing Update*

---

Division of Purchasing  
Volume 5, Issue 19

Boise, Idaho  
November 21, 2007

Perseverance is not a long race; it is many short races, one after another.  
~ Walter Elliott



## **HAPPY THANKSGIVING**

The Division of Purchasing would like to wish all of you a Happy and Safe Thanksgiving. We have so much to be thankful for.

### **2007 INTERNATIONAL & MILITARY MAIL CHRISTMAS MAILING DATES**

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your Post Office by these suggested dates. And don't forget you can print postage, labels, and Customs Forms online 24/7 using Click-N-Ship at [usps.com/clicknship](http://usps.com/clicknship).

Remember, all mail addressed to military post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. APO/FPO addresses generally require Customs Forms. To see a table of active APO and FPO addresses and mailing restrictions by individual APO/FPO ZIP Codes, go to [pe.usps.com](http://pe.usps.com) and click "Postal Bulletins." Go to the current issue and see the heading "Overseas Military Mail."

### **PROMOTIONS/NEW FACES**

**Kathy Jones** is the new Buyer for Fish and Game replacing Peter Zamora who accepted a position in the private sector.

<b>Military Mail Addressed To</b>	<b>Express Mail® Military Service (EMMS)<sup>1/</sup></b>	<b>First-Class Mail® Letters/Cards</b>	<b>Priority Mail®</b>	<b>Parcel Airlift Mail (PAL) <sup>2/</sup></b>	<b>Space Available Mail (SAM) <sup>3/</sup></b>	<b>Parcel Post®</b>
APO/FPO AE Zips 090-092	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 4	Dec 4	Dec 1	Nov 27	Nov 13
APO/FPO AE Zips 094-098	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA Zips 340	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP Zips 962-966	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

1/ EMMS: Express Mail Military Service is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.

2/ PAL: PAL is a service that provides air transportation for parcels on a space-available basis. It is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

3/ SAM: SAM parcels are paid at Parcel Post postage rate of postage with maximum weight and size limits of 15 pounds and 60 inches in length and girth combined. SAM parcels are first transported domestically by surface and then to overseas destinations by air on a space-available basis.

<b>International Mail Addressed to</b>	<b>Global Express Guaranteed® (GXG)<sup>4/</sup></b>	<b>Express Mail® International (EMS)<sup>5/</sup></b>	<b>Priority Mail® International<sup>6/</sup></b>	<b>First-Class Mail® International</b>
Africa	Dec 19	Dec 12	Dec 4	Dec 4
Asia / Pacific Rim	Dec 19	Dec 17	Dec 11	Dec 11
Australia / New Zealand	Dec 19	Dec 17	Dec 11	Dec 11
Canada	Dec 20	Dec 18	Dec 11	Dec 11
Caribbean	Dec 19	Dec 17	Dec 11	Dec 11
Central & South America	Dec 19	Dec 12	Dec 4	Dec 4
Mexico	Dec 19	Dec 17	Dec 11	Dec 11
Europe	Dec 19	Dec 17	Dec 11	Dec 11
Middle East	Dec 19	Dec 17	Dec 11	Dec 11

4/ GXG is available to over 190 countries via an alliance with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, or go to [pe.usps.com](http://pe.usps.com), and click "International Rates and Fees," then "Country Listing." You can also see the March/April 2007 issue of *MailPro*. Some restrictions apply. Free shipping supplies are available. Purchase postage online and receive 10% discount

5/ EMS is available to over 190 countries with delivery in 3 to 5 average business days. Guaranteed, money-back service is available to Australia, China, Hong Kong, Japan and Korea (Republic of South). Flat rate shipping options and free packaging are available. Purchase postage online and receive an 8% discount

6/ Priority Mail International is available to over 190 countries with delivery in 6-10 average business days. Flat rate shipping options and free packaging are available. Purchase postage online and receive a 5% discount

\*Average number of days may vary based upon origin and destination

— International Operations, Global Business, 9-13-07

## **TRAINING WORKSHOP'S**

The Division of Purchasing is presently offering the next series of purchasing classes; "Writing Effective Specifications". The first of these classes was held in Boise on November 15, 2007.

Visit our website for additional information and a schedule of training dates being held around the State. Other classes being offered are; Developing a Request for Proposal, (RFP).

The "Writing Effective Specifications" class will present an overview of the following topics designed primarily for employees charged with purchasing for their agency, regardless of their job title

- Types of Specifications and Where to find them.
- Use language and the proper terminology that is clear, concise and results in enforceable contracts
- Help to identify traps in standard provisions and how you can deal with them
- Become familiar with some of the techniques effective negotiators use to get to favorable contracts
- Identify provisions you must include and some which you should never include
- Suggested boilerplate and ways to protect your contract from outside issues that might effect it
- This class will include some practical hands-on exercises which will help to reinforce the learning points.

There is no cost to attend these seminars. Please register for these workshops online at:

<http://www.adm.idaho.gov/purchasing/training.htm> or call our office at (208) 327-7465 if you need additional information.

## **STATEWIDE CONTRACT NEWS/UPDATES**

Evaluations are almost complete for the new STW contract for Paint. If you have any questions in the meantime, contact Jason Urquhart at 332-1608 or e mail; [jason.urquhart@adm.idaho.gov](mailto:jason.urquhart@adm.idaho.gov)

SBPO #1276 - Xerographic Bond Paper with Corporate Express. Dick would like to remind everyone to please contact him with any problems you may encounter regarding this new contract. You can reach him at 332-1605 or e mail; [dick.vogel@adm.idaho.gov](mailto:dick.vogel@adm.idaho.gov)

Statewide Vehicles – Bids have been opened and are being reviewed with an expected award soon. Contracts should be available for ordering starting December 1<sup>st</sup>.

Statewide Vehicle Batteries – Notice of intent to award is currently out and new contracts will be in place December 1<sup>st</sup>. Double check the new contracts for your zone as the suppliers may change.

Fuel Card – The new provider, ComData, is in the process of converting our data from Wright Express to Comdata accounts. The information will then be sent out to all the agencies for verification of data accuracy and integrity. After all the information is complete we will start a rolling implementation that should initially take approximately 30 days and then follow-up as required. Training will be provided for account managers and users, dates to follow.

If you have any questions regarding Vehicles, Vehicle Batteries or the Fuel Card, contact Tony Opalka at 332-1603 or e mail; [anthony.opalka@adm.idaho.gov](mailto:anthony.opalka@adm.idaho.gov)

For copies of the Statewide contracts visit our website: [www.adm.idaho.gov/purchasing](http://www.adm.idaho.gov/purchasing)

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

## **SICOMM NEWS/UPDATES**

### **What's New in BASEC!**

Many parts of BASEC have been redesigned and new functionality added. Here is a summary of some of the major changes that will be coming in the next few weeks.

**A New Look:** BASEC has a new look and new functionality that make using the system easier.

#### **Colors & Formatting**

Consistent use of colors and similar looking formatting on parts of the systems for overall consistency. Many functions have been rearranged to display in a logical fashion.

#### **Step-by-Step Methodology**

Addition of step-by-step labeling in the major creations processes (requisition, solicitation, award, etc.) to help new users follow the process in a logical manner.

#### **Collapsed Functionality**

Mandatory and Optional functions are “closed” for view and can be opened by clicking on the link. Mandatory functions are plainly marked.

#### **Crossover Help Functions**

Functions have a small informational popup that appears as the mouse crosses over a functionality identified by a small magnifying glass icon. Information in the pop up provides explanations, descriptions and/or definitions for the user.

#### **Enhanced File Attachments**

A file description can be added when uploading attachments.

Enhanced attachment handling during solicitation creation process (adding or removing an attachment).

Attachments may be uploaded with spaces in the file names.

#### **Classic Solicitations Enhanced**

The creation of Classic solicitations has been enhanced to have the same look and feel of eRFx's, Classic can now be created from a Requisition or directly from a link called Direct Classic on the Create a Solicitation icon.

#### **Date of Issue on Solicitation and Amendments**

The original solicitation date of issue and date of solicitation amendments now show to the buyer and the vendors.

### **New Features:**

#### **Line Item Commodity Code Changes**

You can now change a line item commodity code in the solicitation amendment process. **Add/Delete Line Items**

You can add or delete line items to a solicitation during the amendment process – formerly this could only be done at the requisition level.

We will be scheduling training for new users after the Holidays. Contact Bonnie Sletten at 332-1606 or email [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov) with questions, or to report problems and to reserve a space on the list for the next training class.

## **IDAHO STATE UNIVERSITY DISTINGUISHED SERVICE AWARD**

Dan & Nancy Anthony were recent recipients of the Idaho State University Distinguished Service Award. There were five major categories given out at the President's Recognition Dinner during Homecoming. The Distinguished Service Award "recognizes ISU Staff that have shown exceptional loyalty over an extended period of employment".

**Nancy E. and Daniel C. Anthony**



Nancy E. and Daniel C. Anthony have lifetime associations with ISU. Both have ISU bachelor's degrees and as undergraduates were active in campus organizations. Together they have 72 years of combined service to ISU. Nancy has worked at the Eli M. Oboler Library since 1970 and is currently head of inter-library loans. Dan was Stores Supervisor for the ISU Physical Plant for 16 years and now is in Purchasing Services as Assistant Director and Contracts Purchasing Agent. The couple has been generous to ISU, supporting scholarships and most recently construction of the L.E. and Thelma E. Stephens Performing Arts Center. Dan and Nancy have two (2) daughters; Kate of Fort Myers, FL and Jennifer of Pocatello.

## **FACTS ABOUT NOVEMBER**



- The Topaz is the birthstone for November
- Chrysanthemum is the flower for the month of November

November comes between the fall and winter months. The leaves are almost completely gone from the trees, and the rest have lost most of their color. The Anglo-Saxons referred to November as the "Wind Month" and the "Blood Month" – probably because this is the month they killed their animals for food. Lots of activities come to a halt in November. The crops have been harvested and either put in storage, or sent to processing plants or mills. Farmers already know if their year has been successful or not. Football is the main sport of the month. The weather is usually beautiful for this kind of sport.

## **IMPORTANT NOVEMBER EVENTS**

Election Day, is on the first Tuesday after the first Monday in November

Veterans Day, is celebrated on November 11<sup>th</sup>

Armistice, signed ending World War I, November 11, 1918

Congress, first met in Washington D.C., November 17, 1800

First, transpacific air-mail flight began, November 22, 1935

U.S. President, John F. Kennedy assassinated, November 22, 1963

First National Thanksgiving Day in U.S., proclaimed by President George Washington, November 26, 1789

**Purchasing Update** is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov)